

**City of Lowell**  
**Job Posting**  
**Please Post ~ July 15, 2015**  
**Deadline ~ July 29, 2015**  
**Police Department**  
**Training Coordinator**

**Job Title:** Training Coordinator (2500-TP, 2163)  
**Department:** Lowell Police Department  
**Reports To:** Deputy Superintendent for Support Services  
**Salary:** \$23.00 per hour; part-time not to exceed 18 hours per week  
**Duration of Appointment:** One year term, renewal contingent upon funding

**SUMMARY**

Duties include but are not limited to: designs and coordinates the implementation of specialized training for all personnel, sworn and non-sworn, as requested by Deputy Superintendent for Support Services. Coordinates leadership training for supervisors, with emphasis on business model.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Identify consultants/trainers to fulfill training requirements
- Review applications for consultants/trainers
- Schedule training of staff
- Develops course curriculums for specialized training programs
- Prepares and coordinates schedules for specialized training programs
- Maintains liaison with detail office to ensure proper scheduling and coverage for training programs
- Maintains adequate inventory of supplies and equipment
- Coordinates efforts between Professional Development Services and Budget & Finance Section to ensure accurate documentation and payment of purchase generated
- To provide support service to the Training Division

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience. Prior training administration experience preferred. Computer skills required. Prior law enforcement management position experience preferred.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles, outside weather conditions, and risk of electrical shock. The noise level in the work environment is usually moderate.

***Qualified individuals should send application/resume with cover letter to the Human Relations Office, Mary Callery, HR Director Room 19 - City Hall, Lowell, MA 01852 by 4:00 PM: Deadline ~ July 29, 2015. Applicants may also send application/resume with cover letter to fax 978-446-7102 or email to [cityjobs@lowellma.gov](mailto:cityjobs@lowellma.gov)***

**EOE/AA/504 Employer**